

Policy on Student Travel

Approved: July 9, 2010

Preamble

Otis College of Art and Design recognizes the potential for academic and program enrichment when instructors and students engage in off-campus study opportunities. We acknowledge the importance of “out of the classroom” experiences for our students. These opportunities can expand and reinforce learned theories and concepts, making learning more enriching and relevant for students.

Purpose

The purpose of this policy is to provide information and guidelines to administration, faculty, staff, and students to ensure they are aware of their opportunities, liabilities and responsibilities.

Scope

This policy applies to all administration, faculty, staff, and students participating in travel which requires students to travel off-campus in order to participate in activities related to their study. Academic activity may or may not be for credit.

Definitions

For the purpose of this policy the following terms will be used:

- Field trip, trip, excursion and travel will be used interchangeably.
- **“Accessibility”**- is not limited to physical access, but encompasses access to information and knowledge. Without reasonable accommodations for access to information and knowledge, a student is being denied the same educational experience as others, and places the College out of compliance.
- **“Activities”** refers to any College business or academic activities that require student travel. Examples of activities that may be covered by this policy include the following:
 - Course-related field trips.
 - Seminars and research trips organized by a faculty member.
 - Campus recreational programs.
 - Registered or sponsored student organization trips.
 - Conferences and meetings where students are serving as college representatives.
 - Travel for summer camps or college preparatory programs when transportation has been planned and funded by the college.
- An **“appropriate administrator”** is a dean, department chair, or director of an administrative unit, or their delegate.
- **“Faculty-organized”** refers to any trip/ organized by an instructor(s).
 - A. Day trip off campus
 - B. Trip that requires overnight accommodations

- **“Exchange”** refers to institutions we have established partnerships with such as: Beaux-Arts, Konstfack, Willem de Kooning....
- **“Mobility”** refers to The Association of Independent Colleges of Art and Design (AICAD) consortium & their mobility program.

Policy

Every off-campus activity that is recognized by Otis College must adhere to this Policy and its procedures.

The aim of this Policy is to provide a system for which off-campus educational opportunities may be accessible to the Otis Community. Student travel sponsored by the College must be undertaken in ways which maximize student safety and ease of access to travel destinations.

The Mobility/Study Abroad and Travel Committee, with approval from the Provost, has determined that the academic departments are in the best position to ensure that maximum safety and suitable travel arrangements for students are arranged by the appropriate administrator and their designees.

Faculty organized travel (Requiring Overnight Accommodation)

The organizing department or instructor shall inform the participating students, in writing, of the requirements and guidelines regarding the activity. The organizing instructor shall:

- Provide a copy of the Student Travel Policy to the participant.
- Identify if the travel is part of the curriculum or voluntary.
 - Voluntary travel will not affect a final grade.
 - If curricular, the student shall be given the opportunity to request, in writing, an alternate activity with rationale as to why he/she cannot participate.
- Make available accommodations for students with documented disabilities.
 - **If a student needs an interpreter, note taker, etc. this needs to be arranged ahead of time in conjunction with Students with Disabilities Services.** If a student with a disability is not able to attend a required trip due to accessibility issues, it is the responsibility of the instructor to recommend alternate methods to acquire the information of the trip. The instructor is encouraged to use Students with Disabilities Services for assistance with the planning of trips involving students who have a disability.
- Inform participant of travel cost
 - Notify participant of deposit amount & deadline.
 - Notify participant of final payment amount & deadline.
- Supply participating students with a detailed and up-to-date itinerary.
 - Itinerary must indicate if travel is domestic or international.

- For international travel please refer to the international travel guidelines of this policy.
- Transportation
 - Participants shall use the transportation provided by the college.
 - Faculty and staff may **not** at any time convey students in personal vehicles—this exposes faculty and staff, and the College, to severe liability risk.
 - A participant requesting to provide their own transportation must read and sign the Waiver and Release of Liability form before permission is granted.
 - In case the college is **not** providing transportation, the participants must be advised that they are responsible for their own arrangements.
- Accommodations
 - Participants shall use the accommodations organized by the college.
 - Participants requesting not to use the accommodations must read and sign the Waiver and Release of Liability form before permission is granted.
 - In case the college is **not** providing accommodations, the participants must be advised that they are responsible for their own arrangements.
- A trip may be cancelled due to low participation/ enrollment.
- The student code of conduct applies to all college sponsored activities, including travel, both on and off campus.
- The organizing department or individual must provide the student with emergency contacts and telephone numbers. (e.g. Faculty contact, accommodation contacts, etc.)
- Participants shall remain with the group for the entire trip (travel to and from destination). Changes to the schedule require the Waiver and Release of Liability form and must be submitted before permission is granted.
- The health and safety of all participants need to be addressed.
 - Travel / Health insurance must be purchased when applicable.
 - Insurance is required for all international travel.
- Participation of non Otis students
 - Family members or significant others are not permitted to attend classes (as per the student handbook).
- Any other material that is required for the trip must be provided by the organizing department or individual.

Participant Responsibilities

The Participant is responsible for:

- Adhering to the Student Code of Conduct.
- Attending all mandatory travel meetings.
- Meeting all payment deadlines.
- Submitting all required documentation in a timely manner.
- Arranging personal transportation and accommodation when applicable.
- Any additional expenses that are outside the parameters of travel.
- Provide the organizing individual with their cell phone number.
 - For emergency reasons, participants shall provide emergency contact information.
- If a participant will not be returning with the group, the participant will make this notation on and sign the Emergency Contact Person List again prior to leaving the group.
- Any variation to the above agreement of this policy is understood to be the sole responsibility of the individual involved.

International Travel Guidelines

Pre-travel authorization: The College Risk Manager is responsible for assessing any risk and liability associated with travel at the time of the trip on a global basis, based on the route of travel, and based upon the current political environment. Therefore, all travel outside of the United States and territories requires the advance approval of the Risk Manager.

If at any time the risk of travel is determined to be high, previously approved travel may be revoked, the trip may be canceled and/or the traveler may be required to return to the United States. The determination of risk and the decision to terminate travel rests with the Risk Manager in consultation with the appropriate president and provost.

Organizing Instructor

International travel requires extensive planning and preparation. Proposals for travel outside of the United States must be submitted to the Office of Risk Management at a minimum of six months prior to travel for review and final approval.

In addition, the organizing instructor:

- Ensures there are no travel warnings for the country they plan to visit.
- Obtains a copy of each participants (including other instructors & staff) passport & travel documents. Is there a time frame for this?

- Provides participants with appropriate contact information of the U.S. Embassy for the country they are visiting.
- Assures students have purchased required Health Insurance with Student Affairs.
- Provides participants with a factsheet on the country they are visiting. (i.e. culture, language, government, etc...)

Students with U.S. Citizenship or Permanent Resident Status

- Must provide the organizing instructor with their cell phone number and emergency contact information.
- Must have a valid U.S. Passport or Permanent Resident Card
 - If Permanent Resident, student must have valid home country passport.

International Students

- Must provide the organizing instructor with their cell phone number and emergency contact information.
- Must have properly endorsed travel documents.
 - Valid passport.
 - Valid Visa and I-94.
 - Signed I-20 Signatures are only good for one year (6 months if on Optional Practical Training).

Forms (sample or actual)

- A Waiver and Release of Liability form
- Emergency Contact and Medical Information form.